



# Condominium Conversion Application

## Submittal Requirements

Land Use Type:

☐ Residential Application

☐ Commercial Application

Project Name: \_\_\_\_\_ Associated Case(s): \_\_\_\_\_

Owner: \_\_\_\_\_

Project Address: \_\_\_\_\_

Current Zoning District: \_\_\_\_\_ Quarter Section(s): \_\_\_\_\_

Parcel Number(s): \_\_\_\_\_

Applicant Contact: \_\_\_\_\_ Consultant Contact: \_\_\_\_\_

Company: \_\_\_\_\_ Company: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_ E-mail: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

### Submittal Requirements:

- ☒ **Completed Application and Application Fee -- \$ \_\_\_\_\_**
- ☒ **Narrative** describing nature of request.
- ☒ **Property Owner's authorization.**
- ☒ **ALTA Survey**– No older than 90 days.
- ☒ **Case History** – Provide copies of all associated cases for the property (ie zoning, development review board, use permit, board of adjustment, etc.). Cases need to include the staff report, case stipulations, and an approved site plan & elevation.
- ☐ **Homeowners/Property Owners Association Approval**, if applicable.
- ☐ **Photographs of Site** – including all areas of change, if there are existing structures
- ☐ **Conceptual Drawings**, plot plan, boundary survey or schematic drawing that geographically represents your request.
- ☐ **Drainage Report**
- ☐ Other: \_\_\_\_\_

- ☒ **Records Packet** – This packet can be downloaded at <http://eservices.scottsdaleaz.gov/cosmap> or purchased from the City of Scottsdale Records Division, located at 7447 E Indian School Road, Suite 105. **Highlight your project location on all maps.**

- **Legal Address** for the property(ies) -- if an address is not currently assigned to your project, please submit the Address Request Form to Records; this may take up to 5 days.
- **Assessor Map**
- **Quarter Section Maps** (50% reduced) of Water & Sewer and Right-of-Way
- **Zoning Map** (50% reduced)
- **Aerial Map** – City Produced – (full size of 1" = 100') – no older than 2003
- **Plat Map** – if located within a commercial subdivision

If you have any questions regarding this packet, please call 480-312-2356.

Applicant Signature \_\_\_\_\_

Date \_\_\_\_\_

### Official Use Only:

Date: \_\_\_\_\_

Coordinator: \_\_\_\_\_

Project No.: \_\_\_\_\_ - PA - \_\_\_\_\_

Case No.: \_\_\_\_\_ - SA - \_\_\_\_\_

## Planning & Development Services Department

7447 E Indian School Road, Suite 105, Scottsdale, AZ 85251 • Phone: 480-312-7000 • Fax: 480-312-7088

## **POLICY OF THE CITY OF SCOTTSDALE ON APPEALS OF DEDICATIONS, EXACTIONS, OR ZONING REGULATIONS**

### **RIGHTS OF PROPERTY OWNER**

In addition to other rights granted to you by the U.S. and Arizona Constitution, federal and state law and city ordinances or regulations, you are hereby notified of your right to appeal the following City actions relating to your property:

1. Any dedication or exaction which is required of you by an administrative agency or official of the city as a condition of granting approval of your request to use, improve or develop your real property. This appeal right does not apply to a dedication or exaction required as part of a city legislative act (for example a zoning ordinance) where an administrative agency or official has no discretion to determine the dedication or exaction.
2. The adoption or amendment of a zoning regulation that creates a taking of property in violation of Arizona and federal court decisions.

### **APPEAL PROCEDURE**

The appeal must be in writing and specify the City action appealed and the date final action was taken, and it must be filed with or mailed to the hearing officer designated by the city within 30 days after the final action is taken. Address the appeal as follows:

**Hearing Officer, C/O City Clerk  
3939 Drinkwater Blvd.  
Scottsdale, AZ 85251**

- ❖ No fee will be charged for filing
- ❖ The City Attorney's Office will review the appeal for compliance with the above requirements, and will notify you if your appeal does not comply.
- ❖ Eligible appeals will be forwarded to the hearing officer, and a hearing will be scheduled within 30 days of receipt by the hearing officer of your request. Ten days notice will be given to you of the date, time and place of the hearing unless you indicate that less notice is acceptable to you.
- ❖ The city will submit a takings impact report to the hearing officer.
- ❖ In an appeal from a dedication or exaction, the City will bear the burden of proving that the dedication or exaction to be imposed on your property bears an essential nexus between the requirement and a legitimate governmental interest and that the proposed dedication or exaction is roughly proportional to the impact of the use, improvement or development you proposed.
- ❖ In an appeal from the adoption or amendment of a zoning regulation, the City will bear the burden of proving that any dedication or exaction requirement in the zoning regulation is roughly proportional to the impact of the proposed use, improvement, or development, and that the zoning regulation does not create a taking of property in violation of Arizona and federal court cases.
- ❖ The hearing officer must render his decision within five working days after the appeal is heard.
- ❖ The hearing officer can modify or delete a dedication or exaction or, in the case of an appeal from a zoning regulation, transmit a recommendation to the City Council.
- ❖ If you are dissatisfied with the decision of the hearing officer, you may file a complaint for a trial de novo with the Superior Court within 30 days of the hearing officer's decision.

**If you have questions about this appeal process, you may contact:**

City Manager's Office  
3939 Drinkwater Blvd.  
Scottsdale, AZ 85251  
(480) 312-2422

City Attorney's Office  
3939 Drinkwater Blvd.  
Scottsdale, AZ 85251  
(480) 312-2405

Please be aware that City staff cannot give you legal advice. You may wish, but are not required, to hire an attorney to represent you in an appeal.